

**ISA  
POSITION DESCRIPTION**

**SECTION SECRETARY**

**Term of Office:** 1 year; can serve successive years

**Reports to:** Section President

**General Function:** Record keeper and correspondent

**Primary Responsibilities & Duties:**

1. Take and maintain minutes of all Section Executive Board meetings.
2. Maintain records of monthly meeting programs and agendas.
3. Issue monthly meeting attendance sheets to the Section President, Membership Chairman and bulletin Chairman.
4. Correspond with Society, district, and Section officers, ISA, and with other individuals and groups as may be necessary.
5. Safeguard legal documents such as the Section Charter, Constitution and Bylaws, corporate seal, contracts, etc.
6. Serve as parliamentarian.
7. Work closely with the Section Recognition and Awards Chairman to insure the timely transfer of the necessary Section documents.
8. Assist the president and Executive Board in other duties as necessary.

**Resources Available:** Section Secretary's Guide; Manual of Organization and Procedures; Former Secretary, other Section officers, ISA Staff.

**Time Commitment:** Average 2-4 hours each week.

**Meeting Obligations:** Section Executive Board meetings; regular Section meetings.

**Working Relationships:**

1. Other Officers and Members: Secretary serves as resource for Section information to all levels of Society operations
2. Staff: Accesses staff as needed and provides essential information to staff when requested
3. Section Recognition Award Chairman

**Qualifications:** Section member in good standing for at least one year. Well organized; attention to details; a good communicator through the written word; aware of Society operations and activity.

**Method of Appointment:** Nomination by committee and election by the voting members of the Section, or in accordance with the Section constitution and bylaws.